



SUPERVISOR OF MACHINE SHOP  
DEPARTMENTAL PROMOTIONAL SPOT FOR  
HEADQUARTERS - SACRAMENTO  
FINAL FILING DATE: JUNE 15, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.					
DEPARTMENTAL PROMOTIONAL SPOT FOR	HEADQUARTERS – SACRAMENTO				
WHO MAY APPLY	<p>Candidates may only establish eligibility in <u>this</u> location. Indicate the location for which you are applying directly under the examination title on your application.</p> <p>This is a departmental promotional examination for the Department of Transportation.</p> <ol style="list-style-type: none"><li>Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; or</li><li>Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or</li><li>Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or</li><li>Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.</li></ol> <p>For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select <u>one</u> department in which to compete.</p>				
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL <u>NOT</u> BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor Sacramento, CA 95816 (916) 227-4787</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at <a href="http://www.dot.ca.gov/hq/jobs">www.dot.ca.gov/hq/jobs</a> on the Internet at <a href="http://spb.ca.gov/jobs/stateapp.htm">http://spb.ca.gov/jobs/stateapp.htm</a>.</p>	FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30 <sup>th</sup> Street, 1 <sup>st</sup> Floor Sacramento, CA 95816 (916) 227-4787
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REASONABLE ACCOMMODATION	<p>If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.</p>				
SALARY RANGE	\$4201 - \$4837				
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that qualifications appraisal interviews will be held during July/August 2009.</p>				
REQUIRED IDENTIFICATION	<p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.</p>				
MINIMUM QUALIFICATIONS	<p><u>Experience: Either</u></p> <ol style="list-style-type: none"><li>Two years of experience performing the duties of a Machinist and Equipment Fabricator in the California state service.</li></ol> <p><u>Or</u></p> <ol style="list-style-type: none"><li>Two years of experience as a journey level tool and die maker or as a journey level machinist in work involving the construction, installation, and repair of instruments and other equipment, and one year of supervisory experience in a machine shop. (Should include extensive experience and skills in machine setup and proficiency in the use of all standard machine shop equipment.)</li></ol>				
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION					
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.					
SUPERVISOR OF MACHINE SHOP 6799 – Q110 – 9TR47	FINAL FILING DATE: JUNE 15, 2009 DEPARTMENT OF TRANSPORTATION				

ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the 12th grade.
SPECIAL PERSONAL CHARACTERISTICS	Creativity in finding solutions to equipment repair and fabrication problems.
POSITION DESCRIPTION	Under general direction, to supervise the work of a machine shop and to be responsible for the maintenance of equipment and the design and manufacture of special equipment; and to do other related work.
EXAMINATION INFORMATION	This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

- A. Knowledge of:
1. Methods, materials, tools, and equipment used in the construction, maintenance, or repair of field and laboratory testing machines, tools, and equipment.

2. Fundamental principles of physics, mechanics, and mathematics as applied to the design and construction of such equipment.

3. Electrical motors used to run machine shop and Laboratory equipment.

4. Principles of effective supervision.

5. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.
- B. Ability to:
1. Communicate effectively.

2. Estimate time and costs necessary to make needed repairs to equipment.

3. Design special equipment and supervise its construction.

4. Prepare working sketches and work from plans, sketches, and instructions.

5. Work effectively with others.

6. Plan and direct the work of others.

7. Effectively control and coordinate the work to meet the schedule requirements.

8. Analyze situations and take effective action.

9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION	A departmental promotional spot eligible list will be established for the Department of Transportation in HEADQUARTERS – SACRAMENTO. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4787, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*